APPEAL FOR CHANGE OF MODE OF PROGRAMME

Prepared By :-	Approved By :-
Signature :	Signature :
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Position : Administrative Officer	Position : Dean
Date : 27/05/2019	Date : 27/05/2019

1. **OBJECTIVE**

   The objective of this procedure is to facilitate Centres of Studies in handling appeal to change mode of programme i.e. by coursework, by coursework and research and by research only, in line with the University's policy and procedures.

2. **SCOPE**

   The procedures cover receiving application forms, evaluating and issuing notification letter to applicants of change of mode of study for Postgraduate programmes.

3. **DEFINITION / ABBREVIATION**

   3.1 DD (PG)   Deputy Dean (Postgraduate)

   3.2 HOD   Head of Department

   3.3 CoS   Centre of Studies which includes Kulliyyah, Faculty, Centre, Institute, or similar agencies which offer programme of studies;

   3.4 AO   Administrative Officer

   3.5 EO   Executive Officer

   3.6 AA   Administrative Assistant

   3.7 UCPS   University Committee for Postgraduate Studies

4.0 **REFERENCES**

   4.1 Postgraduate Policies and Regulations (Revised 2015)

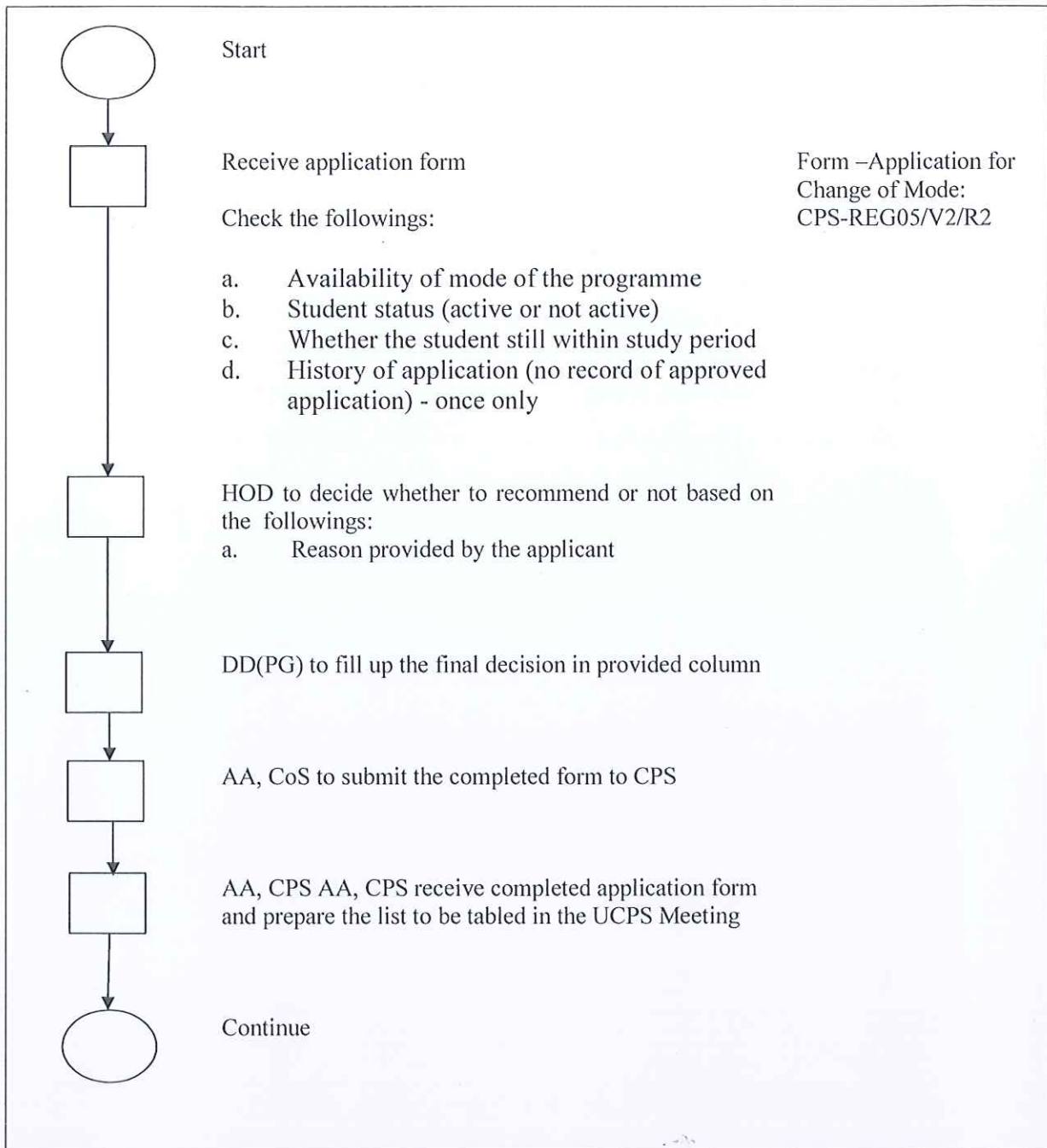   4.2 Guide to Postgraduate Studies

   4.3 University Academic Calendar
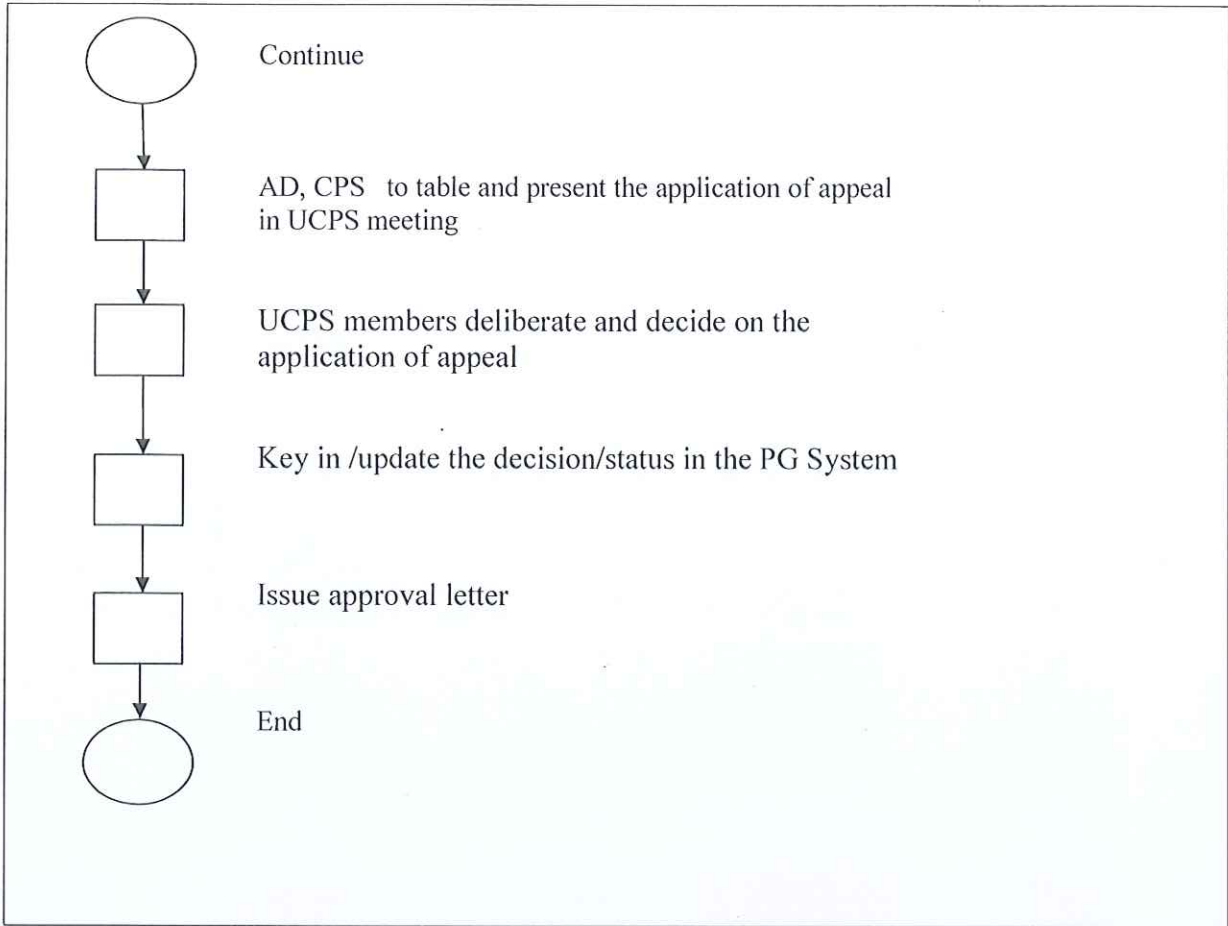
5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY		DETAILED PROCEDURE
Student	5.1	Fill in the application form for Change of mode of programme (CPS-REG05/V2/R2) and submit to the Office of the Deputy Dean (Postgraduate) at respective CoS together with the required documents
EO/AA, CoS	5.2	Check the following : a. Availability of mode of the programme b. Student status(active or not active) c. Whether the student still within study period d. History of application (no record of approved application) - once only Forward the application form to HOD for recommendation
HOD, CoS	5.3	Decide whether to recommend or not based on the following : a. Availability of supervisor/expert in the area (for research mode) b. Reason provided by the applicant
DD(PG), CoS	5.4	Fill up the final decision in provided column
EO/AA, CoS	5.5	Submit the completed form to CPS
AA, CPS	5.6	Prepare the report/list to be tabled in UCPS Meeting
AO, CPS	5.7	Present the report in UCPS Meeting
UCPS	5.8	Deliberate the application of appeal and make decision
AA, CPS	5.9	Update the status in Postgraduate Student System
AA, CPS	5.10	Issue notification letter
	5.11	End process

6.   QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Student Postgraduate System	University's life	Main server	-
2	Registration System	University's life	Main server	-
3	Minutes of UCPS Meeting	One academic year	CPS	-
4	Letter of notification to student	Student's tenure in the University	Student's file	-

7. FLOWCHART

```
  ( Start )
      |
      v
  [      ]   Receive application form                        Form –Application for
                                                              Change of Mode:
            Check the followings:                             CPS-REG05/V2/R2

            a.   Availability of mode of the programme
            b.   Student status (active or not active)
            c.   Whether the student still within study period
            d.   History of application (no record of approved
                 application) - once only
      |
      v
  [      ]   HOD to decide whether to recommend or not based on
            the followings:
            a.   Reason provided by the applicant
      |
      v
  [      ]   DD(PG) to fill up the final decision in provided column
      |
      v
  [      ]   AA, CoS to submit the completed form to CPS
      |
      v
  [      ]   AA, CPS AA, CPS receive completed application form
            and prepare the list to be tabled in the UCPS Meeting
      |
      v
  ( Continue )
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Continue

AD, CPS to table and present the application of appeal in UCPS meeting

UCPS members deliberate and decide on the application of appeal

Key in /update the decision/status in the PG System

Issue approval letter

End

CHANGE MODE OF PROGRAMME (WORK INSTRUCTION)

UPDATING STUDENTS INFORMATION ON APPROVE APPEAL FOR CHANGE MODE OF PROGRAMME

- > Choose and click POSTGRDUATE STUDENT SYSTEM icon on desktop
- > Key in username; tab
- > Key in password >
- > Choose UCPS
- > Click Change mode of prog
- > Key in Matric No. >
- > Type Session / Semester of Approved
- > Click ▼   New Type (W, T, C, R)
- > Type New Year
- > Type "O" or "A"
- > Type Meeting No
- > Click save
- End of Process